



**JOHN J. DUNCAN, JR.**

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**U.S. Congressman**  
***Representing Tennessee's 2<sup>nd</sup> District***

## **Service Academy Nomination Application**

*Privacy Act Statement: The submission of the requested information constitutes authorization for review of this information by Representative Duncan, his staff, Service Academy Review Panel, the Academy Admission Office, and the media.*

**Please print clearly or type the following information filling ALL fields. Indicate (N/A) if not applicable:**

### **I. Application Information**

Last Name: \_\_\_\_\_ First, \_\_\_\_\_ Middle Initial \_\_\_\_\_

Suffix: \_\_\_\_\_ Preferred Name/Nickname: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Permanent Mailing Address:**\_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip Code:**\_\_\_\_\_

**Temporary Mailing Address:**\_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip Code:**\_\_\_\_\_

**Gender: Male**\_\_\_\_\_ **Female**\_\_\_\_\_

**Place of Birth**\_\_\_\_\_

**Race: (Optional only for statistical purposes)**

**White (Non-Hispanic or Latino)**      **Black or African American (Non-Hispanic or Latino)**

**Asian**      **Native Hawaiian or Other Pacific Islander**

**American Indian or Alaska Native**      **Hispanic or Latino**

**Two or more Nationalities**      **Other:**\_\_\_\_\_

**You will be 17 but not yet 23 years of age by July 1 of the year you are admitted:**

**{ } YES      { } NO**

**Mother's Name**\_\_\_\_\_

**Father's Name:**\_\_\_\_\_

**Legal Guardian (if applicable):**\_\_\_\_\_

**Are you applying for a nomination from any other source?**      **{ } YES      { } NO**

**Whom?    President**\_\_\_\_\_ **Vice Pres**\_\_\_\_\_ **Sen. Corker**\_\_\_\_\_ **Sen. Alexander**\_\_\_\_\_

**Other**\_\_\_\_\_

*It is in your best interest to request a nomination through all sources available to you. If your father or mother is active duty military, retired military, or was killed in action, you may be eligible for a Presidential or Vice Presidential nomination. PLEASE CONSULT THE SERVICE ACADEMY INFORMATION SHEET FOR APPLICABLE ADDRESSES.*

Will you be a United States citizen at the time of enrollment?      { } YES      { } NO  
Are you a resident of the 2nd Congressional District of Tennessee?      { } YES      { } NO  
Have you applied for a nomination in a previous year?      { } YES      { } NO

## II. Academy Preferences

Please rank each of the Academies in order of your preference for attendance, with one being your first choice. \*\*Rank only the Academies you wish to attend.

\_\_\_\_\_Air Force      \_\_\_\_\_Army      \_\_\_\_\_Navy      \_\_\_\_\_Merchant Marine

Have you been contacted by an Academy      { } YES      { } NO

If yes, which one? \_\_\_\_\_

Have you ever served in the military in any capacity?      { } YES      { } NO

If yes, what is the highest rank you held? \_\_\_\_\_

## III. Academic Qualifications

High School: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Counselor: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Test Scores:      SAT Verbal \_\_\_\_\_

                 SAT Math \_\_\_\_\_

                 (or)

                 ACT English \_\_\_\_\_

                 ACT Math \_\_\_\_\_

                 ACT Reading \_\_\_\_\_

                 ACT Science/Reasoning \_\_\_\_\_

                 ACT Plus Writing \_\_\_\_\_

**Are you scheduled to re-take any of your tests?** \_\_\_\_\_ **Date(s)** \_\_\_\_\_

**High School Class Rank** \_\_\_\_\_ **out of** \_\_\_\_\_ **(class size)**

*If your school does not rank, please estimate.*

**Class Percentile:**                      **Top**                      **1%**                      **5%**                      **10%**                      **50%**

**Grade Point Average** (*unweighted*) \_\_\_\_\_ (*weighted*) \_\_\_\_\_

*Submit college entrance examination board scores – ACT and/or SAT and High School / College transcripts. ACT/SAT scores reported on your official certified transcript are acceptable.*

**College Attended:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Years Attended:** \_\_\_\_\_

**Hours Completed:** \_\_\_\_\_ **Grade Point Average:** \_\_\_\_\_

**Advanced Placement Courses Taken and AP Score:**

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**Academic Awards or Special Achievements:**

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**Any additional explanations concerning your transcript or test scores you want Mr. Duncan to know:**

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#### IV. Athletic Activities

*Grades 9-12 and college (if applicable)*

Sport	# of Years	# of Varsity Letters	Years as Captain or Co-Captain	# of Years Special recognition

#### Athletic Awards or Special Achievements:

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#### Have you been in contact with athletic coaches or staff at any Academy?

<u>Academy</u>	<u>Sport</u>	<u>Coach/Contact Name</u>	<u>Phone No.</u>

#### V. Non-Athletic Activities: *(all that apply)*

<u>Activity</u>	<u>Number of years grades 9-12</u>
Class President	
Class Officer	
Student Body Officer	
JROTC Detachment Commander	
JROTC Member	
Officer of School Club	
Boys/Girls State	

<b>Boys/Girls Nation</b>	_____
<b>National Honor Society</b>	_____
<b>Eagle Scout/Gold Award</b>	_____
<b>Boy/Girl Scout Member</b>	_____
<b>Civil Air Patrol Detachment Officer</b>	_____
<b>4-H/FFA Member</b>	_____
<b>4-H/FFA Club Officer</b>	_____
<b>Other Officer Non-School Club</b>	_____
<b>Editor School Publication</b>	_____
<b>Drama/Speech/Debate Club Member</b>	_____
<b>School Ban/Chorus</b>	_____

**List other non-athletic activities / leadership positions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Non-Athletic awards or special achievements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **VI. Prior Service**

**Have you had any prior service with the military?**      { } YES      { } NO

\_\_\_\_\_ **Active**      \_\_\_\_\_ **Guard**      \_\_\_\_\_ **Reserve**

**Branch:** \_\_\_\_\_ **Years:** \_\_\_\_\_ **Highest Rank:** \_\_\_\_\_

**Has Parent, grandparent or sibling attended a Service Academy?**

**Name:** \_\_\_\_\_ **Academy** \_\_\_\_\_ **Grad. Yr.** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Academy** \_\_\_\_\_ **Grad. Yr.** \_\_\_\_\_

## VII. Employment History

*(Present to past order)*

Place	Dates	Position	Hours per week worked

**Motivation for  
working**

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## VIII. Privacy Statement

**I certify that the information provided is correct. It is my sincere desire to attend a U.S. Service Academy; I am a U.S. citizen, at least 17 but not yet 23 years of age, unmarried, not pregnant, have no legal obligation to support any children or other dependants, and reside in Tennessee's 2<sup>nd</sup> Congressional District. I understand that the deadline to request nomination is October 31. I am also required to submit all the items on the application check-list and that if I have not submitted all requested information before these deadlines that my application may not be given full consideration. I authorize Congressman Duncan or his staff to obtain information about my status with the service academies. This includes inquiring with the Department of Defense Medical Examination Review Board about any medical conditions that may prevent my receiving a nomination or appointment to one of the Service Academies.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTIONS FOR CANDIDATES**  
**SEEKING NOMINATIONS TO SERVICE ACADEMIES**

Individuals seeking nomination to one of the service academies from Congressman John J. Duncan, Jr., Second Congressional District of Tennessee are encouraged to apply in the spring of their junior year. Submit the following information to:

**The Honorable John J. Duncan, Jr.**  
**Attn: Denise Lambert**  
**800 Market Street, Suite 110**  
**Knoxville, TN 37902**

1. **Completed** “Application for Nomination to the United States Service Academies”
2. **Official** SAT or ACT scores certified copy
3. **Official** high school transcript, (sent by applicant’s guidance office) and college transcript (if applicable).
4. **Résumé of extracurricular activities:** It is very important to be thorough and include all information for each year of high school. Include both school related and outside activities; note leadership positions held, scholastic honors, and any part-time or full-time jobs you may have held.
5. **Recent photograph.**
6. **Personal statement** addressed to Congressman Duncan stating what motivates you to attend a United States Service Academy (one typed page is sufficient).
7. **Three** letters of recommendation.

The following materials necessary to complete the application process are enclosed:

- Application
- Instructions for Candidates
- General Academy Information
- Instructions for Recommender sheet

**The deadline for requesting a nomination from this office is October 31.**

**The deadline for submission of completed files to this office is November 1.**

**No application will be considered unless you have an opened file with the academies to which you are seeking nomination.**

If you have any questions, please contact Denise Lambert at (865)523-3772.



**INSTRUCTIONS FOR**  
**LETTERS OF RECOMMENDATION FOR UNITED STATES SERVICE**  
**ACADEMY – APPLICATION FOR NOMINATION**

**Candidate:** Please give a copy of this sheet to three people who agree to write a letter of recommendation for you.

**Recommender:** This student has expressed the desire to attend a United States Service Academy (i.e. the Military Academy at West Point, the Naval Academy at Annapolis, or the Air Force Academy). Admission to these academies is extremely limited and competitive and an appointment is an esteemed honor and achievement. After successfully completing a rigorous four-year program in one of these competitive schools and receiving a first rate education, a successful graduate will be pledged to serve a term as an officer in the armed forces.

In order to apply to a service academy, an applicant must obtain a nomination from an authorized source and this applicant has requested a nomination from Congressman John J. Duncan, Jr., a Representative of the Second District of Tennessee. Congressman Duncan would appreciate your thorough and honest evaluation of the applicant's fitness for U.S. service academy admission and ensuing military career. The academies consider evidence of character, scholarship, leadership, physical aptitude (athletic ability), medical fitness, goals, and motivation in determining each applicant's "whole person" evaluation.

Congressman Duncan and his staff will hold your comments in the strictest confidence.

Thank you and we appreciate your assistance.

Please write your letter of recommendation on letterhead or personal stationery (be sure to include a **return address** and phone number where you can be reached). Please send the recommendation letter **before November 1**, directly to:

The Honorable John J. Duncan, Jr.  
Attn: Denise Lambert  
800 Market Street, Suite 110  
Knoxville, TN 37902

Or, you may seal your letter in an envelope and return to the candidate for him/her to include with their completed packet.

If you have any questions, you may contact Denise Lambert at 865-523-3772.

## **General Academy Nomination Information**

### **Air Force Academy**

Director of Admissions  
Colorado Springs, Colorado 80840  
(800) 443-9266  
[www.academyadmissions.com](http://www.academyadmissions.com)

### **U.S. Naval Academy**

Director of Candidate Guidance  
Annapolis, Maryland 21402  
(800) 638-9156  
[www.nadn.navy.mil](http://www.nadn.navy.mil)

### **U.S. Military Academy**

Director of Admissions  
West Point, New York 10996  
(800) 638-9156  
[www.usma.edu](http://www.usma.edu)

### **U.S. Merchant Marine**

Admissions Office  
Kings Point, New York 11024  
(800) 732-6267  
[www.usmma.edu](http://www.usmma.edu)

There are no Congressional Nominations to the U.S. Coast Guard Academy. To obtain information or application, contact them at:

### **U.S. Coast Guard Academy**

New London, Connecticut 06320  
(203) 444-6267  
[www.cga.edu](http://www.cga.edu)

## **Eligibility**

Nominees to the service academies must be United States citizens and applications to Congressman Duncan's office must be permanent residents of Tennessee 2<sup>nd</sup> Congressional District. Candidates must be at least 17 years old but not 23 years old by July 1 of the year of admission. Candidates must be unmarried, not pregnant, and have no legal obligation to support any dependants. These stipulations have been established by the service academies.

Prior to applying for a nomination, each candidate should contact the academies directly to request a Pre-Candidate Questionnaire. Upon the completion and return of this form to the academy, the candidate will be informed of academy requirements, such as medical examinations, and physical aptitude tests. It is also recommended that each candidate attempt to visit the academies to meet with admissions representatives, talk to cadets, and view the facilities.

## **DODMERB**

All academies require the candidate to pass a Department of Defense Medical Examination Review board (DODMERB). Candidates who meet the minimum scholastic standards will be scheduled to take a service academy qualifying medical examination. The academy to which you have applied will initiate the scheduling of the examination; once taken, the results may be used for all service academies. Candidates who have questions about their medical examination results should contact:

DODMERB  
8034 Edgerton Drive, Suite 132  
USAF Academy, Colorado 80840-2200  
(719) 333-3562

Medical scheduling and evaluation are time consuming processes, especially if consultation, re-testing, or corrective action is required. The process may take from six weeks to four months.

## **Method of Nomination**

The law pertaining to congressional nominations stipulates that each Member of Congress is allowed a maximum of five “charges” at each academy in any given year (Merchant Marine is an exception). When a “charge” graduates, a vacancy is created that the Member may fill.

Due to the competitiveness of the selection process, it is strongly recommended that each candidate apply to their U.S. Senators, their Representative, and the Vice President.

## **Additional Information**

A Congressional nomination does not guarantee acceptance to the service academies, but only assures that the applicant’s application will be considered first by the review boards. The applicant should submit a completed application to each academy that he/she is considering during or before the first semester of the applicant’s senior year.

Academically, the majority of students accepted to the academies are in at least the top twenty percent of their class, with higher than average test scores. Most students who receive appointment offers are active at school and in their community and hold leadership roles in sports and other extracurricular activities.

Acceptance of an offer of appointment from an academy obligates you to at least a nine year commitment, four years at the academy and five years of active duty service.